**Verification of Qualification**

The following charges shall be applicable for verification of qualifications.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Charges for Request for a Client</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In UAE</td>
<td>Abroad</td>
</tr>
</tbody>
</table>
| Verification of qualifications  
(a) by Employer/Government agencies/Consulates/Universities | Nil | Nil | Per Candidate |
| (b) by Private agencies (or equivalent in any currency) | AED 150/- | USD 150/- | Per Candidate |

**Mailing Charges Shall be as follows**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Charges for Request for a Client</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In UAE</td>
<td>Abroad</td>
</tr>
<tr>
<td>a) by Courier (or Equivalent in any Currency) Charges are inclusive of VAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malaysia</td>
<td>AED 140/-</td>
<td>AED 135/-</td>
</tr>
<tr>
<td>Canada/ USA</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>Singapore</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>KSA/Germany/Switzerland</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>UK</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>Kuwait/Bahrain/Oman</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>India</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>UAE</td>
<td>AED 120/-</td>
<td>AED 115/-</td>
</tr>
<tr>
<td>b) by emails (or equivalent in any currency):</td>
<td>AED 10/-</td>
<td>USD 10/-</td>
</tr>
</tbody>
</table>

**Notes:**

1. Telephonic or verbal verification of qualification is NOT being done by BITS.

2. The requisite charges shall be paid:
   
   (a) Can pay the fee online by visiting the URL [https://admission.bits-dubai.ac.ae/fee/](https://admission.bits-dubai.ac.ae/fee/) (For tracking of your payment, please mention the Student ID in the remarks Column).
   
   (b) By Telex / Bank transfer: Payment can be made directly to the bank account given below through your bank along with collection charges if any. The TT advice / receipt copy received from your bank must bear the Name & ID No. of the student and attach the same with the application.

   **Bank details**
   
<table>
<thead>
<tr>
<th>Account Title</th>
<th>BITS PILANI FZ LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account No.</td>
<td>026-307181-001</td>
</tr>
<tr>
<td>IBAN</td>
<td>AE4502 000 000 2630 7181 001</td>
</tr>
<tr>
<td>SWIFT Code</td>
<td>BBMEAEAD</td>
</tr>
<tr>
<td>Bank</td>
<td>HSBC Bank Middle East Ltd</td>
</tr>
<tr>
<td>Branch</td>
<td>Main Branch, Dubai, UAE</td>
</tr>
</tbody>
</table>

   (c) By Cash (in person to the Cashier, BITS Pilani, Dubai Campus)

   **Do not send any cash with your application**

3. IDNO. (or Roll No.) or Year of admission, year of graduation, degree received or a copy of the document submitted by the candidate for verification MUST be given without which it will not be possible to process the request.

4. Request shall be made in the enclosed proforma. Requests with incomplete / incorrect information will not be processed.

5. Request along with correct payments shall be sent to:

The Registrar  
BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, Pilani  
P.O.Box No: 345055 DXB  
Dubai Campus, Dubai, UAE  
E-Mail: office.registrar@dubai.bits-pilani.ac.in
Requisition for VERIFICATION OF ACADEMIC RECORDS

To
The Registrar
BITS Pilani, Dubai Campus,
Dubai, UAE

Sir,
Please issue me the following for (ticked✔):
ID No.: ____________________ NAME: ____________________

☑ Verification Letter
Copies: ___________ Charges: ___________ Total Charges: ___________

Courier Charges (☐ Courier/ ☑ Email)
Total Amount payable AED: ___________

Payment Enclosed by ____________________
(Give details of DD/TT)

Requester Details:
Requester’s Name: ____________________ Designation: ____________________
Name of Requester’s Company: ____________________
Address: ____________________
Email: ____________________ Fax: ____________________ Phone: ____________________

Client’s Details:
Client’s Name: ____________________ Designation: ____________________
Name of Client’s Company: ____________________
Address: ____________________
Email: ____________________ Fax: ____________________ Phone: ____________________

Please send the document(s) to:
☐ By Courier
☐ By Email

Date: ___________
Requester’s Signature

Note: Request received with incomplete/incorrect information will not be processed.

Dues Status
Accounts, BPDC
Visa Status
Administration, BPDC
Approved / Not approved
Registrar, BPDC

For office use (Details of dispatch)
Dispatched by: ☐ Courier ☐ Email
Dispatched on: ____________________
Dispatch No.: ____________________
Signature: ____________________

Received ____________________
Signature with date